

Address Confidentiality Program

safe at home

Jason Kander • Secretary Of State

PARTICIPANT NEWSLETTER

VOL. 6, MARCH 2013



Dear *Safe at Home* Program Participants,

As you may be aware, with the results of last November's election and this January's state inaugural ceremonies, there has been a transition in leadership at the Secretary of State's office, and it is now my honor to serve as your Secretary of State.

Despite this change, I want to assure you that I am fully committed to *Safe at Home*. The aim that undergirds this program is at the heart of one of the core functions of government: safeguarding each citizen's right to safety and a sense of security. And nothing is more important.

For over five years, survivors of domestic violence, sexual assault and stalking have relied on *Safe at Home* to protect the confidentiality of their addresses. Let me renew that commitment to each of you today – and for each day over the next four years. On a personal note, when I began practicing law, I volunteered my time representing victims of domestic violence and want to do everything I can to serve you in my new role.

If there are ways in which *Safe at Home* can be improved, please do not hesitate to contact my office. I stand by you, and I will stand up for you anytime I can.

Sincerely,

Jason Kander
Secretary of State



Packages

Please remember that the *Safe at Home* program cannot accept packages.

Here are some other options for receiving packages:

Have packages sent to a friend or relative, with the name of the friend or relative on the outside of the package.

Have packages sent to your place of employment.

Rent your own post office box for package deliveries. Ask the post office if they will accept your *Safe at Home* substitute address on your rental agreement. It would be best if the box was not in the city or county where you actually reside.

State Holidays

Please be aware that participant mail will not be forwarded on the following state holidays: Truman Day (May 8), Memorial Day (May 27), Independence Day (July 4) and Labor Day (September 2).



FAQ

Q. Can my adult family member or other adult I live with use my *Safe at Home* substitute address?

A. Only the participant and his or her dependents are allowed to use the *Safe at Home* substitute address. If an adult family member or an adult you live with feels it is necessary to use the substitute address due to his or her affiliation with you, it would be necessary for that person to meet with an Application Assistant and sign up for *Safe at Home*.

Alternate Mailing Names

If there is a possibility that you could receive mail under a name or alias other than what *Safe at Home* has on file for you, we need to know. If mail comes to the post office box with your authorization code but has a different first or last name, we will not automatically send that mail to you. We will attempt to reach you at the telephone number on file. If you do not respond, the mail will be returned to sender. If mail is received under a different name with no authorization code, it is automatically returned to the sender. Please consider whether you might receive mail under any former last names or different first names. By contacting us and letting us know that you may receive mail under another name, you ensure that all mail addressed to that name will be sent to you.

Participant Telephone Numbers

Please be sure that *Safe at Home* has your current telephone number on file. This is very important as *Safe at Home* may need to reach you regarding your mail, service of process or a request for your address. If we cannot reach you by phone, you may miss timely emergency notifications.

Participant Dependents

It is important to include any and all minor dependents (age 16 years or younger) within your household on your *Safe at Home* record. If we receive mail addressed to one of your dependents, we must have the name on file in order to forward the mail. If at any time you add minor dependents to your household, please contact *Safe at Home* as soon as possible. If any of your dependents are now over the age of 17, they should complete their own applications. Anyone over the age of 17 years is considered an adult for program purposes. Upon request, *Safe at Home* will be happy to send you the necessary paperwork for these situations.

Safe At Home

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Address or Name Changes

It is very important that we receive notice of a change of name or address within ten days. Failure to notify *Safe at Home* of changes may result in cancellation from the program.

For security reasons, *Safe at Home* cannot make address or name changes over the phone. All changes must be submitted in writing and must include your signature. Name changes must be accompanied by proof of a legal name change.

Address or name changes can be received by mail or fax.